

Hanford XP Migration Project update

Word 2002 has new features

Word 2002, included in Office XP suite, is one of the most widely used programs for creating documents. Improved technology, collaboration and reliability enhance the new version of Word. One of the key goals of this new version of Word is to make everyday tasks easier by including several new features. Several new task panes and “smart tags” are available to bring options to the user with a simple click of the mouse. Other new features provide for easier formatting and document collaboration. Here are a few of the new features of Word 2002.

Consultants are available this week to assist with XP migration in these facilities:

Aug. 26...2425 Stevens Center, 1979 Snyder

Aug. 27...Federal Building, ground floor and fourth floor

Multi-selection

You can select noncontiguous areas of a document, which makes it easy to format text in different places. You can also use the Find feature to select and format similar text.

Clear formatting

With the new “clear formatting” feature, you can easily remove all formatting from text, restoring it to the normal document style without removing hyperlinks.

Document recovery

Word now gives you the option of saving your current files when an error occurs in an application. As a result, you'll spend less time recreating your documents.

Styles and formatting task pane

The Styles and Formatting task pane gives you the ability to see the formatting in use in your document (both styled and direct formatting), recently used formatting, and all the available styles. You can select all text in the document with the same style or direct formatting and easily apply a new format or style all at once. You will be able to easily reuse formatting within your document without creating styles.

Table styles

You now can define a style for a table. This feature makes it easy to make one table look like another by simply applying the style to the table from the Styles and Formatting pane.

List styles

You now can define a style for a bulleted or numbered list. This feature makes it easy to make one list look exactly like another list by replicating the same indents and formatting.

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Word count

The Word Count toolbar allows you to easily update the word count in a document without having to go to the Word Count dialog box. Also, additional improvements in Word Count allow you more flexibility to determine whether or not headers and footers are counted in your document.

AutoCorrect options smart tag

This feature provides an easy mechanism for controlling and modifying automatic behavior that takes place within Word. You can undo an automatic correction, choose to not have that correction take place in the future, or access the AutoCorrect Options dialog box.

Hiding white space

In print layout view, you can quickly eliminate wasted space on the screen by hiding the white space at the top and bottom of a document.

Drawing canvas

The new drawing canvas helps you easily insert, position, layer and resize drawing objects in your document.

Diagramming

You can add a variety of diagrams using the diagramming tools on the Drawing toolbar.

Improved watermarks

You can easily select a picture, logo or custom text to apply as the background for your printed document.

Protecting personal information

You can now remove personal information from your document, such as file properties (author, manager, company, and "last saved by") and names associated with comments or tracked changes.

Filtered HTML

To reduce the size of Web pages and e-mail messages in HTML format, you can save them in filtered HTML so the tags used by Microsoft Office programs are removed. This feature is recommended for experienced Web authors who are concerned with the tags that appear in their HTML files. ■

